

21st CCLC Summary of Classes Reporting Guidance

All Arizona 21st CCLC grantees must submit **Summary of Classes Reports** twice a year to the Arizona Department of Education using the report template and guidance provided below.



What are the reporting periods for the Summary of Classes Report?

First (January) Summary of Classes Report Period

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

Second (June) Summary of Classes Report Period

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

For the second report in June, 21st CCLC sites will simply update the January report with the year-end classes to encompass the whole program year.

1) Download the report template from the link on the Reports page of the 21st CCLC website.

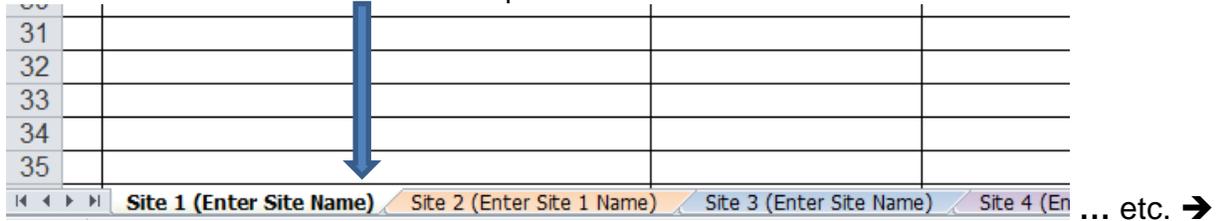
2) Complete one Summary of Classes report document for each Cycle (original grant award year) of the grant in your district. If your district has multiple award Cycle years of funding, please submit the reports for each grant Cycle in a separate Summary of Classes document.

3) Name each Summary of Classes report using the following steps:

1. Click "File" then "Save As"
 - a. Summary of Classes (LEA, Cy _), Jan (year)
 - b. Summary of Classes (LEA, Cy _), June (year)
2. Name the report with your own LEA (district) name and with the month and year the report was submitted. Also include the Cycle year of the sites in that report, if your district has more than one grant Cycle of awards. In FY17, Arizona has the following 21st CCLC grant Cycles that will be reporting:
 - a. Cycle XI (in Year 5 of the grant)
 - b. Cycle XII (in Year 3)
 - c. Cycle XIII (in Year 2)
 - d. Cycle XIV (in Year 1)

4) Provide information for each 21st CCLC school site on a separate tab.

Within each Summary of Classes report, there are enough tabs for 10 separate site reports. Tabs are located at the bottom of the spreadsheet.



Rename the tabs at the bottom of the sheet with the School Name by right clicking on the tab.



Fill out all fields in the Summary of Classes report.

5) Type in the OFFICIAL District/Organization Name and the School Site Name.

To find your official District/LEA and School Site Name, go to the ADE website www.azed.gov

Hover over “Find a School” in the Department Menu on the left hand side of the home page, then click on “School Directory” in the menu that appears.

Enter the name of your school or district, then click on the “View More Details” link to find the official names of your District/LEA and School Sites.

21st CCLC Summary of Classes Report								
Summer & Fall Summary due in January // Summer & Fall <i>plus</i> Spring Summary due in June								
For current DUE DATES : See the Required Reporting Due Dates at http://www.azed.gov/century-learning-centers/reports/								
District/ Organization:	School Site:						Regular Attendees* Goal In Grant:	
Date Submitted:	*Regular Attendee = Student who has attended the 21st CCLC program for 30 days or more						Number of Regular Attendees* To Date:	
S-Student, F-Family	Class Name/Activity <i>Note</i> : Classes listed should address at least one of the grant objectives. (List objectives in the next column.)	Measurable Objective(s) the activity aligns with <i>Note</i> : Each of the site's academic, youth development & family engagement objectives should be addressed by at least one class.	Instructor Name(s) and status: CT- Certified Teacher; PA- Paraprofessional; CM- Community Member/Volunteer HQ- Highly Qualified	Dates Class was Offered & total # of weeks to date (e.g. 8/21/11-12/15/11 = 16 weeks)	Number of hours per week Class was Offered	Days of the Week that Class was Offered	Number of Participants Enrolled In Class	Average Daily Class Attendance
S	Student Council (youth leadership)	2.1	PA- Mr. Do Good	10/16/13-12/4/13 (9 wks)	1	W	12	11
S	Targeted Intervention (math)	1.2	CT- Ms. Nungard	9/16/13-12/13/13 (12 wks)	4	M, T, Th, F	16	14
S	English Language Development	1.1, 1.2	HQ- Mr. Linguistic	9/16/13-12/13/13 (12 wks)	3.75	M, T, Th	9	8
F	Academic Family Engagement	3.1	CT- Romero, Keene, Basurto	10/15/13 & 12/14/13 (2 wks)	2	W	15	8
List classes offered to date below- First Summer, then Fall in the January Report. Add Spring data to the end for the June Summary Report.								

Enter the Projected Goal of Regular Attendees from the original approved 21st CCLC application and the Regular Number of Attendees to date at the top right of the page for each school site.

Enter the date the Report was submitted below the district name.

List each class separately. If you are offering more than one class with the same name, please include the teacher's name or some identifier (ex. 3rd Grade Reading- Ms. Seitzinger, 3rd Grade Reading-Mr. Yazzie).

Include the measurable grant objective number(s) after each class name/activity to show which of your own 21st CCLC grant objective(s) each class is designed to support.

Make sure you save frequently so that you do not lose any information.

6) Email your Summary of Classes Report as an attachment to your ADE 21st CCLC Program Specialist.

Thank you in advance for completing this and all of your 21st CCLC reports on time. Early submissions of reports are always welcome.